



Bylaws of the Crofton High Music Boosters, Inc.

August 2021

Article I Name

The name of this Booster Organization shall be the "Crofton High Music Boosters, Inc." of Crofton High School which is a 501(c)(3) nonprofit organization.

Article II Purpose

The purpose of the Crofton High School Music Boosters is: to provide an enriching music environment in the Crofton High School community; to promote the endeavors of Crofton High School music staff, students, and stakeholders; to lend support, both moral and financial, to the Music programs of Crofton High School; to build and maintain an organization which will help promote all curricular and extra-curricular ensembles of the Music Department to include but are not limited to marching band, concert band, choir and orchestra; to seek to have parents, teachers, administrators, and community members invested in furthering the endeavors of students in music related activities at Crofton High School.

Article III Office

The principle office of the Booster Organization shall be:

Crofton High School Music Boosters
% Crofton High School
2291 Davidsonville Road
Gambrills, MD 21054

Article IV Membership

Section 1. Regular Members

All parents and guardians of Crofton High School students who are participating members of any music organization at Crofton High School shall be voting members. The Crofton High School Music Directors are regarded as Regular Members. Crofton High School Music Directors are designated by the Crofton High School administration.

Section 2: Alumni Members

Any music department alumni or parent of a music department alumni in good standing with the Crofton High School Music Boosters may become an Alumni Member. An Alumni Member may have the floor during a meeting to ask questions or express opinions but shall have no vote.

Section 3: Associate Members

Any person or organization interested in working actively toward the purpose of the Crofton High School Music Booster Organization may become an Associate Member. An Associate Member

may have the floor during a meeting to ask questions or express an opinion but shall have no vote.

ARTICLE V – GENERAL MEETINGS.

The term “general meeting” refers to a meeting of the general membership of the Organization, including both voting and nonvoting members.

Section 1: General Meetings

- General meetings of the Organization shall be held, at minimum, four times per academic year, during the months of September, November, January, March, and May.
- Additional general meetings may be called by the President as required.

Section 2: Annual Meetings

- There shall be a general meeting in June of each year, and it shall be designated as the Annual Meeting.
- Business to be conducted at the annual meeting shall include, but not be limited to:
 - o Election of Officers for the following academic year, in accordance with the provisions of Article VI.
 - o A reporting of the condition of the business of the Organization.
 - o Discussion and approval of the budget for the following academic year.

Section 3: Quorum

Five Regular Members plus a Crofton High School Music Director shall constitute a quorum for a general meeting, or a two thirds majority of the Executive Board shall constitute a quorum for a general meeting.

Article VI: Executive Board

Section 1: The Executive Board includes the following positions: President, Vice Presidents, Secretary and Treasurer.

Section 2: Roles

- The President shall
 - o Preside at all meetings of the Booster Organization
 - o Chair the Executive Board
 - o Appoint all committee chairs
 - o Be an ex-officio member of all committees
- Vice Presidents. There shall be a Vice President for each major area within the Crofton High School music program that is supported by the Crofton High School Music Boosters, Vice President (Vocal) and Vice President (Instrumental). Each Vice President shall:
 - o Coordinate Organization activities within his/her area
 - o Coordinate communication between the Music Director of his/her area and parents and guardians in his/her area and the Organization
 - o Encourage participation of parents and guardians in his/her area

- o Chair committees as appropriate and as assigned by the President
 - o Attend and participate in general and Executive Board meetings regularly
 - o Maintain student lists with contact information, payment information and uniform information for their areas or supervising a member to whom the duties have been delegated.
- The Secretary shall
 - o Keep the Organization's records and minutes
 - o Attend to the correspondence of the Organization
 - o Maintain student lists with contact information.
- The Treasurer shall
 - o Keep an accurate record of all receipts and disbursements, that includes each budget and fundraising activity, as well as a complete record of all funds.
 - o Be responsible for the maintenance of all required financial records and forms for the proper filing of the Organization's taxes.

Section 3: Terms, Restrictions, and Elections

- The term for each Executive Board position is 2 years. Board members may not repeat a Board position for two subsequent terms.
- The Vice President (Vocal) and Treasurer will be elected in odd years starting with Fall 2021.
- The President, Vice President (Instrumental) and Secretary will be elected in even years starting June 2022.
- Executive Board members are chosen from Regular Members in good standing.
- Nominations for the Executive Board will be taken from the floor of the May General Membership meeting.
- Officers are to be elected by a simple majority of those members present at the Special election meeting in June, for installation on June 30.

Section 4: Vacancies and Removal

- If the office of the President becomes vacant, it shall be filled by a Vice President who is willing to serve and who has been approved by the Executive Board.
- All other vacant offices shall be elected by the Executive Board.
- Removal of a board member can be done by a majority vote of the remaining Executive Board members with the Crofton High School Music Department Chair acting as the tie break vote.
- The Executive Board can exist with a minimum of 3 members, President, Secretary and Treasurer.

Article VII Committees

Section 1: The standing committees for the Booster Organization shall be:

- Executive Board
- Fundraising
- Operations

- Publicity
- Uniforms
- Hospitality

Section 2: Executive Board

- The Executive Board shall be composed of the elected officers of the Organization, and the Directors in the Music Department.
- The Executive Board shall have general supervision of the affairs of the Organization.
- The Executive Committee shall meet prior to each General Membership meeting to determine the business to be transacted at the meeting.
- The Executive Committee shall, in consultation with the music directors, present a proposed annual budget to the General Membership at the Annual meeting in June for approval.

Section 3: The responsibilities of the Fundraising Committee are as follows:

- Submit their plans for raising funds to the Executive Board.
- Oversee implementation of fundraising activities.
- Review current fundraising activities for effectiveness.
- Investigate possible new fundraising activities.
- Any willing volunteer from the General Membership may also be a member of this committee.

Section 4: The responsibilities of the Operations Committee are as follows:

- Provide logistical support for the activities of the Music Program at Crofton High School.
- Oversee logistics for the August Band Camp.
- Any willing volunteer from the General Membership may also be a member of this committee.

Section 5: The responsibilities of the Publicity Committee are as follows:

- Ensure the reliable communication of important information to members of the Organization.
- Ensure dissemination of information related to upcoming events to community entities, including Crofton High School.
- Explore and maintain social media outlets for the Organization.
- Act as liaisons with the Crofton and Gambrills community at large.
- Any willing volunteer from the General Membership may also be a member of this committee.

Section 6: The responsibilities of the Uniforms Committee are as follows:

- Maintains an inventory of all Marching Band, Color Guard, Concert Band, Orchestra and Chorus uniforms and accessories.
- Manages the issue and return of all uniforms and accessories.

- Reports the status and condition of all uniforms and accessories to the Executive Committee and general membership.
- The committee will include, at minimum, a representative from each ensemble.

Section 7: The responsibilities of the Hospitality committee are as follows:

- Arrange for refreshments as directed by the Executive Board.
- Will support meals for marching band (summer camp and fall season), Winter Guard, End of Year banquet and refreshments for special events
- Ensure the school area used is properly cleaned and left as found.
- Responsible for maintaining a sufficient amount of supplies.
- Any willing volunteer from the General Membership may also be a member of this committee.

Article VIII Finances

Section 1: Disbursements

Disbursements shall be made by methods approved by the Executive Board.

Section 2: Approved signatories.

Authorized signatories include the Executive Board members. Where two or more members of the same family are authorized to sign checks, only one person shall be designated by the Executive Board as authorized to sign general fund checks.

Section 3: Authorizing payment.

Any payment exceeding \$500 requires the authorization of at least the Treasurer and one other approved signatory. Expenses from a budget approved by the Executive Board shall be considered approved expenses. Prior approval of the Treasurer is required before spending more than \$500 even for approved expenses. No Executive Board member is permitted to write a check to him or herself or to his or her family members at any time.

Section 4. Budget

The Music Director for each music program area supported by the Organization shall submit a budget to the Executive Board for approval for their area for the following academic year by no later than one week prior to the May Budget meeting. If no budget is submitted, the Executive Board will assume similar expenses to the previous year for planning purposes and require authorization of two parent/guardian members of the Executive Committee for all purchases regardless of amount.

Section 5. Records

- Records of authorizations and all receipts shall be maintained by the Treasurer. It is the responsibility of the individual(s) making or authorizing the purchase to provide those records to the Treasurer within one week of the transaction or approval.

- Records may be kept in electronic and/or paper form, or other formats as approved by the Executive Board. Records shall be maintained for the applicable period as required by law.
- Reporting format for payments. All payments shall be recorded with type (cash, check, credit), student account, payer name, check number/transaction number if appropriate, date, person logging the payment and what the payment is for whenever appropriate and possible.

Section 6: The Fiscal Year of the Organization begins on the first day of July and ends on the last day of June.

Article IX Miscellaneous

Section 1: Amendments

These bylaws may be amended by a majority vote of the General Membership. The General Membership will be made aware of the proposed amendment(s) no later than 5 days prior to the vote. Any amendments will be open for discussion during the meeting before the vote.

Section 2: Dissolution

A dissolution of this Organization can take place at a special meeting called for this purpose because of a motion made and approved by the members present at a regular scheduled meeting of the Organization or by the current Crofton High School principal. A majority vote of the membership present at the special meeting is required for the Organization to be dissolved.

Any funds left in the treasury of the Organization shall be donated to the Music Department of Crofton High School.